

CIA INTERNAL USE ONLY

Adm - 13.8

2442-72

18 AUG 1972

STATINTL

MEMORANDUM FOR: Contracting Officer
for the Directorate of Science and
Technology

SUBJECT : Delegation of Contracting Authority to the
Contracting Officer for the Directorate
of Science and Technology

1. Effective 28 August 1972 you are appointed Contracting Officer for the Directorate of Science and Technology with authority to negotiate, execute, administer and settle Agency funded Directorate contracts for:

- a. Research, development and engineering services.
- b. Prototype or first follow-on production units of equipment previously developed, when it can be reasonably demonstrated that adequate specifications or manufacturing drawings are not available to permit competitive procurement from other than the contractor who developed the equipment.

2. You are authorized to redelegate this authority to the Chief, Special Contracting and Procurement Branch, Office of ELINT, and to the Chief, Contracting Team, Office of Research and Development, subject, however, to such limitations as you may consider appropriate. Administrative contracting authority may be redelegated by the Chief, Special Contracting and Procurement Branch, Office of ELINT, and the Chief, Contracting Team, Office of Research and Development, to those Procurement Officers approved by you provided, however, such administrative contracting authority shall not include the authority to execute changes or amendments to contracts involving increase or decrease in funds or increase or decrease in the scope of the work of the contract.

3. As a condition precedent to the exercise of the above contracting officer authority, review by the Agency Contract Review Board and approval by the Director of Logistics shall be obtained for the following proposed contract actions except that the board may from time to time exempt specific contracts or classes of contracts from such review:

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a. All proposed contracts and amendments individually exceeding \$150,000 in value.

b. Overrun amendments exceeding \$22,500 and also exceeding 15 percent of the original estimated cost of the contract.

4. Referrals to the Agency Contract Review Board. You may submit proposed contracts or amendments to the Agency Contract Review Board regardless of amount when, in your judgment, the action involves or might involve controversial or policy matters of such significance that prior Board review would serve the best interests of the Agency.

5. Referrals to the Procurement Division, Office of Logistics. The Chief, Procurement Division, Office of Logistics, shall be responsible for presenting to the Agency Contract Review Board those Directorate of Science and Technology procurement requests forwarded to the Procurement Division for action. In such cases you may act as precontract procurement advisor to the Directorate of Science and Technology Technical Officer, when so requested by that Office. You may also serve in a liaison capacity to the Chief, Procurement Division, Office of Logistics.

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a. Promptly provide the Procurement Management Staff, Office of Logistics, memorandum advice of such referral.

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c. Retain responsibility for presentation and liaison with the Agency Contract Review Board.

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7. Referrals by the Director of Logistics. Primary procurement responsibility for the procurement requirements of each Directorate resides with those Directorate Contracting Officers specifically authorized to exercise contracting authority by the Director of Logistics in accordance with written delegations. Notwithstanding the primary responsibility of each Directorate Contracting Officer, however, the Director of Logistics may, on the recommendation of the Agency Contract Review Board, transfer procurement responsibility between Contracting Officers in specific cases when the best interests of the Agency would be served thereby. The Agency Contract Review Board will, in every such case, carefully consider the following factors prior to recommending such action:

a. The Procurement Division, Office of Logistics, is charged with the responsibility for the procurement of all Agency-required production and supply type equipment and supplies including first follow-on production. The Procurement Division, Office of Logistics, will therefore normally undertake such procurements except as noted in paragraph 1.b.

b. The Procurement Division, Office of Logistics is charged with primary responsibility for service contracts for maintenance, repair, modification and spare parts for all Agency equipment common to the use of two or more Directorates or major Offices thereof, including associated field engineering and techrep services.

c. The Contracting Team concept contemplates that the Contracting Officer, Technical Officer, Security Officer and Auditor will be so integrated into the technical Directorate as to best serve Directorate requirements. The Directorate Contracting Team will, therefore, automatically support the requirements of its Directorate except for those classes of procurement actions described in this delegation or when special circumstances justify alternate courses of action. Such circumstances might include:

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(1) Unusual security requirements which dictate that only one Contracting Officer represent the Agency for all Directorates in a given case.

(2) Unusual business circumstances suggesting that the Directorate Contracting Officer having the predominant interest in a particular contractor should represent one or more Directorates in the contracting effort under consideration.

(3) A joint procurement funded by two or more Directorates but technically monitored by one Directorate.

8. Referrals by the Directorate Contracting Officer.

When circumstances exist which dictate that a particular procurement could be more effectively accomplished by a Contracting Officer other than yourself, you may transfer such procurement action with the consent of the other Directorate Contracting Officer.

Signed: John F. Blake

JOHN F. BLAKE
Director of Logistics

cc: DD/S
DD/S&T
D/Finance
D/Security

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